

***Note:** The following example policy is a **best practice**. Please modify or delete content to these policies as deemed necessary.*

Accident/Incident Investigation Policy

Accident/Incident Investigation Procedures

If an employee dies while working or within 30 days of the initial accident/incident causing an injury or illness, or when three or more employees are admitted to the hospital as a result of a work-related accident/incident, the company must contact the N.C. Department of Labor's OSH Division within eight hours of becoming aware of the accident/incident. The toll-free notification number is 1-800-NC-LABOR (1-800-625-2267). (*OSHA Requirement.*)

Whenever there is an incident that results in death or serious injuries or illnesses, a preliminary investigation will be conducted by an accident investigation team made up of the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety and health committee, and any others whose expertise would help in the investigation.

The accident investigation team will take written statements from witnesses and photograph the incident scene and equipment involved. The team will also document, as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will complete a written incident investigation report. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. This report will be given to (*insert appropriate name/job title*) for corrective action. The report will be reviewed by the safety and health committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an incident investigation report to accompany the employee's report and forward them to (*insert appropriate name/job title*).

In addition, whenever there is an incident that did not result in an injury to an employee (*a near miss*), the supervisor will investigate the incident. The incident investigation report form will be filled out to investigate the near miss and to establish any corrective action as applicable. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to (*insert appropriate name/job title*) to record on the incident log and for further action.